STATE OF NEW HAMPSHIRE
RFP 2001 – SAS
REQUEST FOR PROPOSAL – STATISTICAL/ACTUARIAL SERVICES

Questions Received on or before August 5 – Written Responses by NHID

August 12, 2011

Two sets of inquiries were received at the NHID on August 5, 2011. The questions as posed are followed by the department's response as sent to the inquirer.

Question Set # 1

1. In the RFP document, it mentions that the reports to be developed as part of this RFP need to be submitted by November 1st to Medical Malpractice Panel and Insurance Oversight Committee. Does this mean that the project should be completed and tested well before November 1st? This would mean a very short development time may be a month or 2 max. **The exercise of collecting data and summarizing results to date is an ongoing endeavor. The statute requires a report to be given to the Legislature once a year. It can involve as little as summary charts of the collected data; it can outline future plans, with a mid-year follow-up. In other words there is a lot of flexibility. You will be working with NHID staff in preparing what we can and what makes sense for Nov. 1, with possible additional reporting in following months. The Committee should be meeting on a regular basis so regular updates after November 1 are desirable. That is why we included the provision that the contract could be renewed.**

2. Have these reports been submitted/generated before? If Yes, how and using which tools? **Since RSA 519-B was enacted, reports have been sent to the Committee, Legislative leadership, and the Governor's office each November 1, with an occasional mid-year update provided. Data is accumulated on a excel spreadsheet; data is sorted by a number of different categories and/or combinations and averages and trends of those combinations are studied to determine what conclusions can be drawn.**

3. What database tool are you using to store the information? This would help us identify the correct resource skill needed for the project. **Excel spreadsheets**

4. RFP mentions that the contractor needs to create reports in the form of spread sheets and other diagnostic tools, can you please elaborate more on what are the diagnostic tools which would be used? **To date, most of our analysis has involved a review of frequency and severity of claims and claims expenses to see if we can find any correlation to changes in rates/premiums used to price medical professional liability insurance products in NH.**

5. Also it would be great if we could have a complete list of tools which would be available during the engagement or the tools which are expected to be used by the contractor? (Excel, Access, SAS, SPSS)?? **Excel and Access are readily available. Other tools could certainly be used, but they are not currently available within our**

systems. They could be installed - however that process will be guided by the state IT department.

6.   Are the report formats fixed? Can we get a count of number of reports which needs to be generated as it will help us in estimating the effort required for the project. **The report formats are not fixed. What is prepared and how many "kinds" of reports will depend on the contractor and our collaborative work.**

7. What happens post 1st November? Do we need to hand over the report generation activity to one of the NHID resource and train her/him? **As the RFP indicates we expect you to do most of your work and develop reports and analyses using NHID computer systems and resources. After Nov. 1 there will likely be an opportunity to continue the work. In any event the expectation is that this will stay with the department. Since you will be working closely with department staff, we don't see a need for formalized training.**

8. Do we have any restrictions in terms of the number of resources that we can deploy for this project? **No, that will be part of your bid.**

Question Set # 2

1. Who performed the most recent study? **NHID staff including a summer intern**
2. What were the annual fees charged and the terms of the contract? **There was no contract as the work has been performed by department staff**
3. What is the reason for sending out an RFP? (regulation, public policy, discontent with service, etc?) **Because of a number of issues involving staff time, and no funds for a summer intern, assistance is needed in order to meet the Nov. 1 reporting date.**
4. When was the last time an RFP was sent out? **This is the first one**
5. Has the scope of work changed since the work was done? **No**
6 . Can we get a copy of the proposal of the last successful bidder? **Not applicable**
7. Can we get the allocation of points that will be given for each criteria that will be used to make a decision? **Not available**
8. Do you want us to quote a best and final offer price now, or will you allow us or request us to modify our quote for our best and final offer later? **Best and final**